City *of* Lawrence

Commercial Card Center
Purchasing Cards
Sign in/User Manual

www.commercialcardcenter.com

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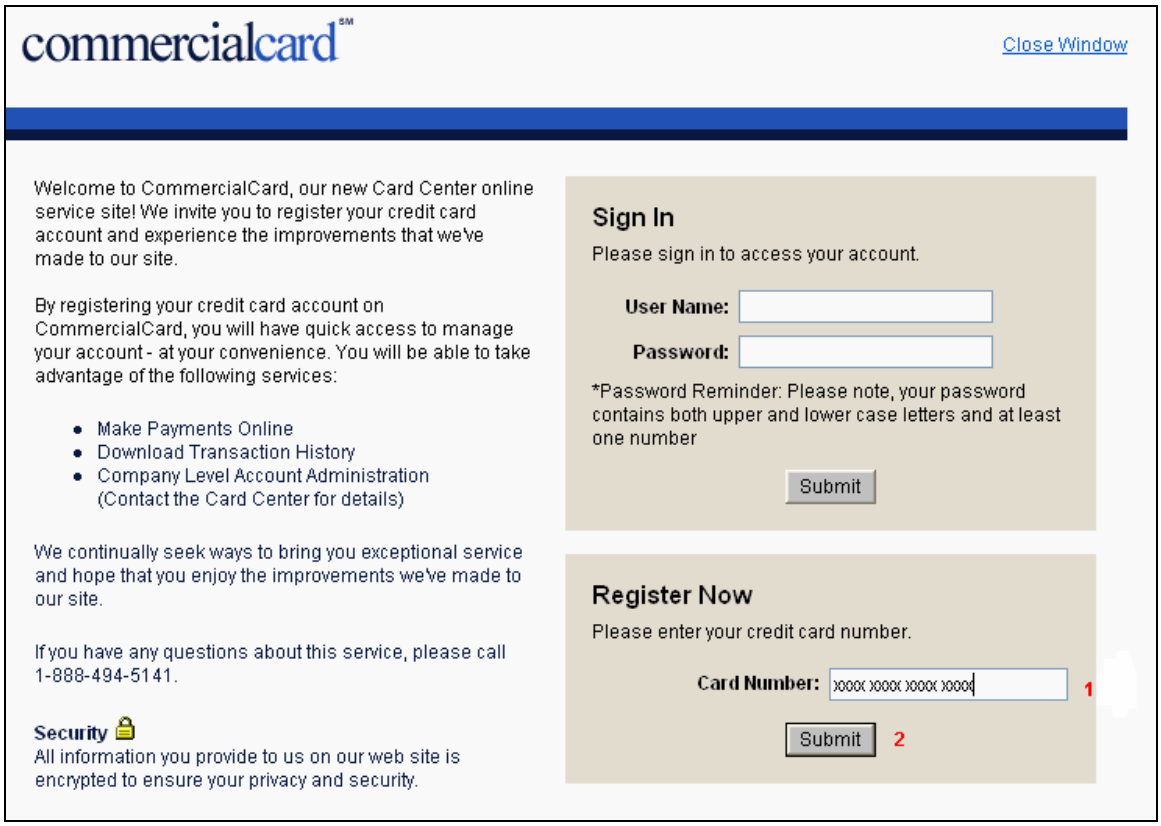
User Set Up

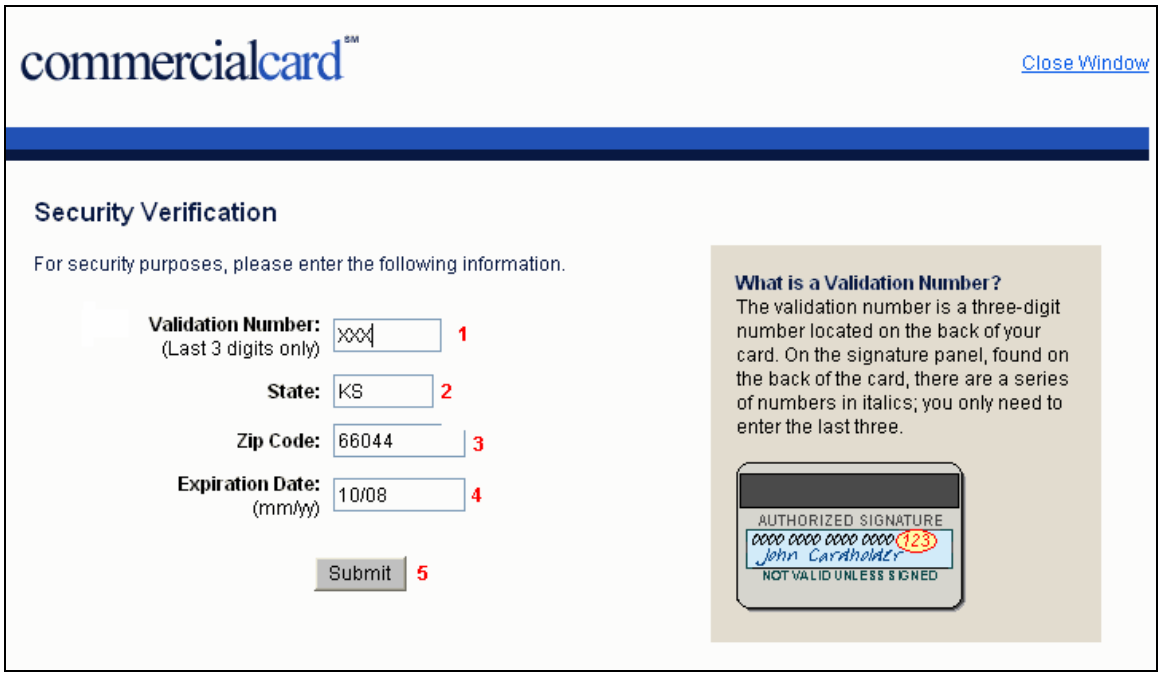
Go to www.commercialcardcenter.com


commercialcard℠
Close Window
Welcome to CommercialCard, our new Card Center online service site! We invite you to register your credit card account and experience the improvements that we've made to our site.
By registering your credit card account on CommercialCard, you will have quick access to manage your account - at your convenience. You will be able to take advantage of the following services:
Make Payments Online
Download Transaction History
Company Level Account Administration (Contact the Card Center for details)
We continually seek ways to bring you exceptional service and hope that you enjoy the improvements we've made to our site.
If you have any questions about this service, please call 1-888-494-5141.
Security
All information you provide to us on our web site is encrypted to ensure your privacy and security.
Sign In
Please sign in to access your account.
User Name:
Password:
*Password Reminder: Please note, your password contains both upper and lower case letters and at least one number
Submit
Register Now
Please enter your credit card number.
Card Number:
xxxx xxxx xxxx xxxx
1
Submit
2

This is the main sign in screen.

1 Tab down to the **Register Now** line and type in the purchasing card number.

2 Click Submit.



1 On the back of the purchasing card is a Validation Number. It is only 3 digits. Type this number in on the **Validation** line.

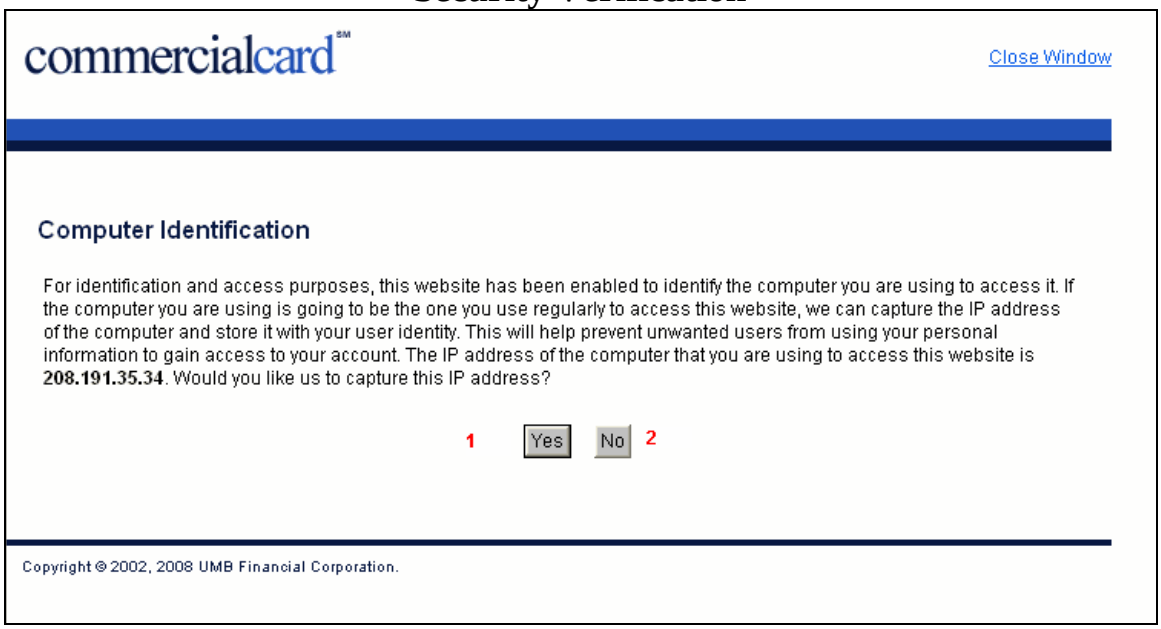
2 Tab down to the **State** line and type in **KS** for the State of Kansas.

3 Tab to the **Zip Code** line and type in **66044** for the City of Lawrence zip code. This number may be different than the zip code for the location of the employee, but this is the address set up with the bank.

4 Tab to the **Expiration Date** line and type in the expiration date found on the front of the purchasing card.

5 Click **Submit**.

Security Verification

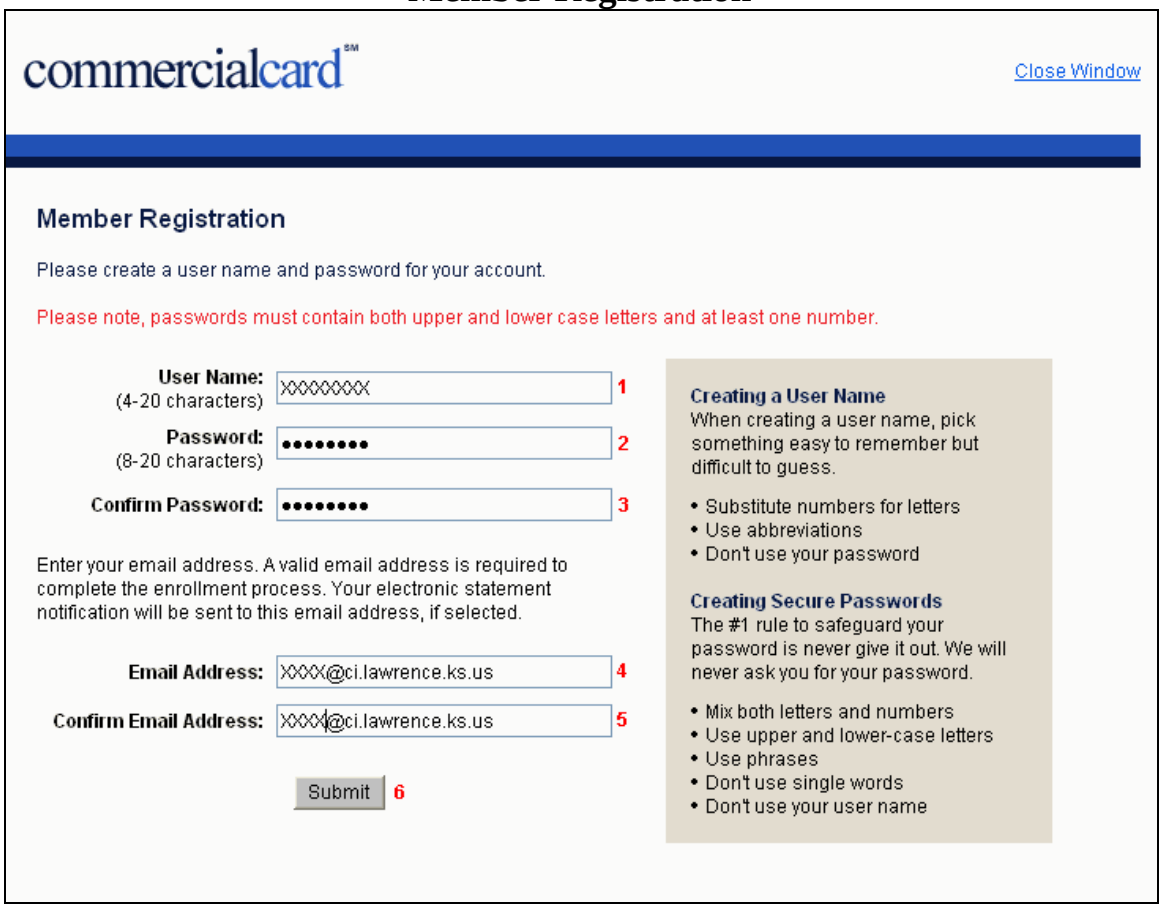

commercialcard℠
Close Window
Computer Identification
For identification and access purposes, this website has been enabled to identify the computer you are using to access it. If the computer you are using is going to be the one you use regularly to access this website, we can capture the IP address of the computer and store it with your user identity. This will help prevent unwanted users from using your personal information to gain access to your account. The IP address of the computer that you are using to access this website is 208.191.35.34. Would you like us to capture this IP address?
1
Yes
No
2
Copyright © 2002, 2008 UMB Financial Corporation.

The first time you sign in a **Computer Identification** screen will appear. This screen is telling you that they are capturing the IP address from the computer and storing it with the user identity for sign in purposes. When signing into the Commercial Card Center website, if the employee is not using the computer that is set up to identify the employee, then there is a possibility that it will not allow the employee to sign in.

1 If you are at the computer for the employee that the card is being set up for, click **YES**.

2 If you are not at the computer for the employee that the card is being set up for, click **NO**.

Member Registration


commercialcard℠
Close Window
Member Registration
Please create a user name and password for your account.
Please note, passwords must contain both upper and lower case letters and at least one number.
User Name:
(4-20 characters)
XXXXXXX
1
Password:
(8-20 characters)
2
Confirm Password:
3
Enter your email address. A valid email address is required to complete the enrollment process. Your electronic statement notification will be sent to this email address, if selected.
Email Address:
XXXX@ci.lawrence.ks.us
4
Confirm Email Address:
XXXX@ci.lawrence.ks.us
5
Submit
6
Creating a User Name
When creating a user name, pick something easy to remember but difficult to guess.
• Substitute numbers for letters
• Use abbreviations
• Don't use your password
Creating Secure Passwords
The #1 rule to safeguard your password is never give it out. We will never ask you for your password.
• Mix both letters and numbers
• Use upper and lower-case letters
• Use phrases
• Don't use single words
• Don't use your user name

1 The next screen that will appear is the **Member Registration** screen. Create a **User Name** for the purchasing card holder. The User Name can be either uppercase or lowercase letters.

2 Tab to the **Password** field and type in an easy to remember password. This password needs to include uppercase and lowercase letters and at least one number.

3 Tab to the **Confirm Password** line and retype the password to confirm that it matches the first password typed in.

4 Tab to the **Email Address** line and type in the employee's email address.

5 Tab to the **Confirm Email Address** line and retype the email address to confirm that it matches the email first typed.

6 Click **Submit**.

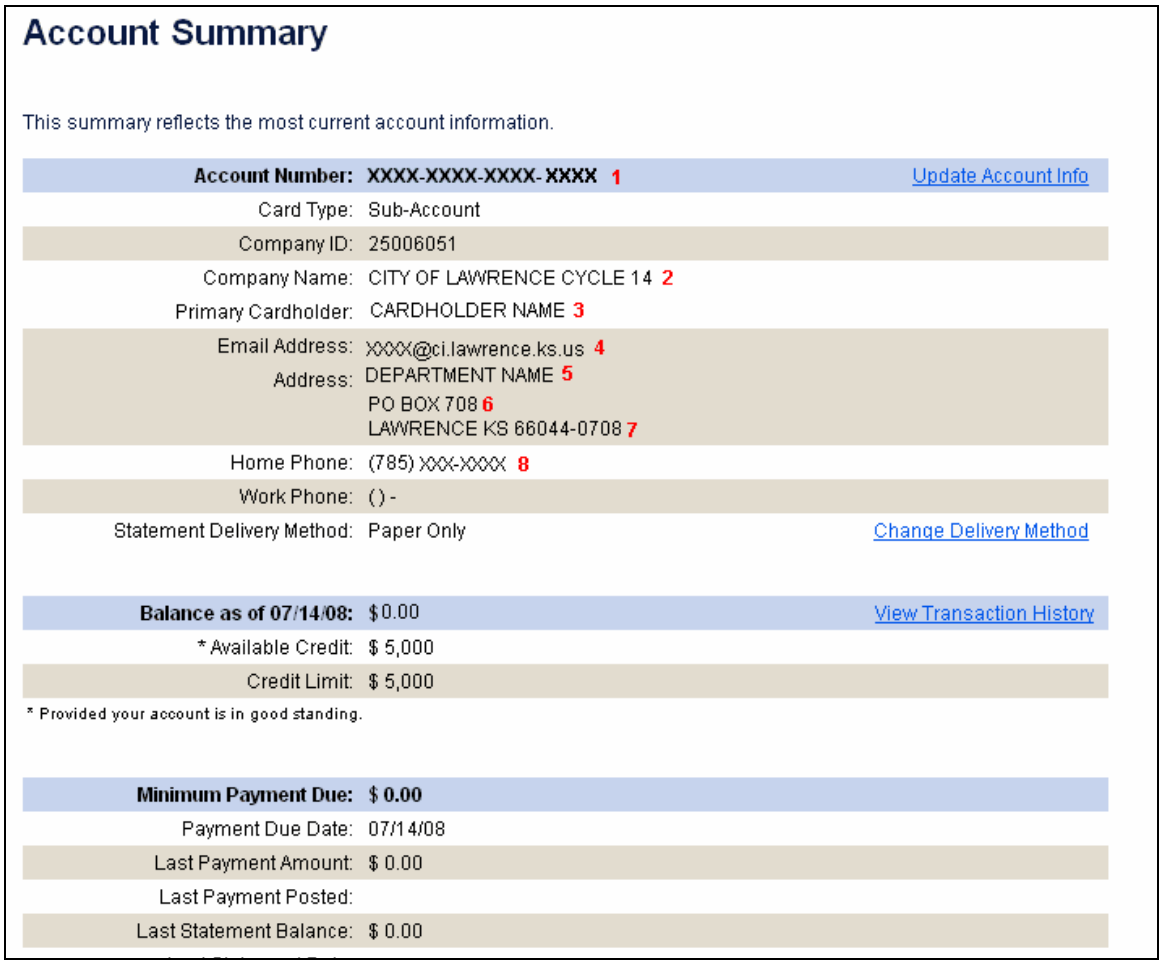
Sign In

commercialcard℠
Close Window
Authentication Successful! Please sign in below using your User Name and Password.
Welcome to CommercialCard, our new Card Center online service site! We invite you to register your credit card account and experience the improvements that we've made to our site.
By registering your credit card account on CommercialCard, you will have quick access to manage your account - at your convenience. You will be able to take advantage of the following services:
Make Payments Online
Download Transaction History
Company Level Account Administration (Contact the Card Center for details)
We continually seek ways to bring you exceptional service and hope that you enjoy the improvements we've made to our site.
If you have any questions about this service, please call 1-888-494-5141.
Security
All information you provide to us on our web site is
Sign In
Please sign in to access your account.
User Name:
1
Password:
2
*Password Reminder: Please note, your password contains both upper and lower case letters and at least one number
Submit
3
Register Now
Please enter your credit card number.
Card Number:
Submit

You will then be rerouted back to the Sign In page.

1 Type in the **User Name**.
2 Type in the **Password**.
3 Click **Submit**.

Account Information



Account Summary

This summary reflects the most current account information.

Account Number:	XXXX-XXXX-XXXX-XXXX 1	Update Account Info
Card Type:	Sub-Account	
Company ID:	25006051	
Company Name:	CITY OF LAWRENCE CYCLE 14 2	
Primary Cardholder:	CARDHOLDER NAME 3	
Email Address:	XXXX@ci.lawrence.ks.us 4	
Address:	DEPARTMENT NAME 5 PO BOX 708 6 LAWRENCE KS 66044-0708 7	
Home Phone:	(785) XXX-XXXX 8	
Work Phone:	( ) -	
Statement Delivery Method:	Paper Only	Change Delivery Method
Balance as of 07/14/08:	$0.00	View Transaction History
* Available Credit:	$ 5,000	
Credit Limit:	$ 5,000	

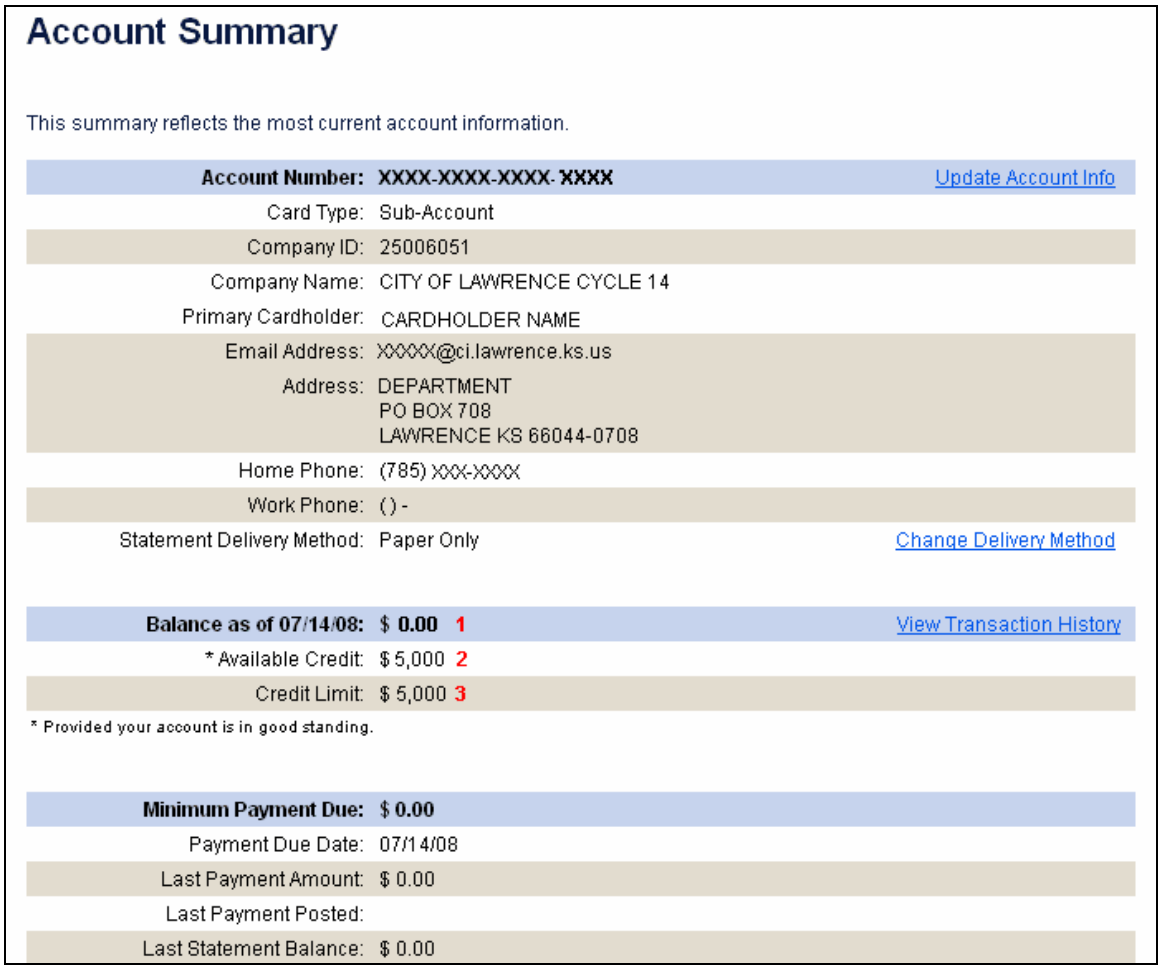
* Provided your account is in good standing.

Minimum Payment Due:	**$ 0.00**
Payment Due Date:	07/14/08
Last Payment Amount:	$ 0.00
Last Payment Posted:	
Last Statement Balance:	$ 0.00

The employee's Account Summary will appear. Review the following information to make sure that it matches the employee. If any of the information does not match the employee then please contact Kaci Love in the Accounts Payable Department at 832-3237.

1. The last 4 digits of the **Account Number** will appear. Check to make sure that these numbers match the Purchasing Card's last 4 digits.
2. The **Company Name** will appear along with the cycle number for that employee. The cycles are split by **Cycle 7** and **Cycle 14**. Cycle 7 is generated around the 20th of the month and Cycle 14 is generated around the 20th of the month.
3. Make sure the **Primary Cardholder** reads the cardholder's name.
4. Make sure the **Email Address** matches the employee's email address.
5. Make sure the on the **Address** line, the correct **Department** is listed first.
6. Make sure the **Address** matches the **PO Box 708, Lawrence, KS 66044** address even though this may not be the employee's location. This is the billing address.
7. Make sure if the **Home Phone** appears, that it matches the employee's work phone number.

Card Balances



Account Summary

This summary reflects the most current account information.

Account Number:	**XXXX-XXXX-XXXX-XXXX**	Update Account Info
Card Type:	Sub-Account	
Company ID:	25006051	
Company Name:	CITY OF LAWRENCE CYCLE 14	
Primary Cardholder:	CARDHOLDER NAME	
Email Address:	XXXXX@ci.lawrence.ks.us	
Address:	DEPARTMENT PO BOX 708 LAWRENCE KS 66044-0708	
Home Phone:	(785) XXX-XXXX	
Work Phone:	( ) -	
Statement Delivery Method:	Paper Only	Change Delivery Method
Balance as of 07/14/08:	**$ 0.00** 1	View Transaction History
* Available Credit:	$ 5,000 2	
Credit Limit:	$ 5,000 3	

* Provided your account is in good standing.

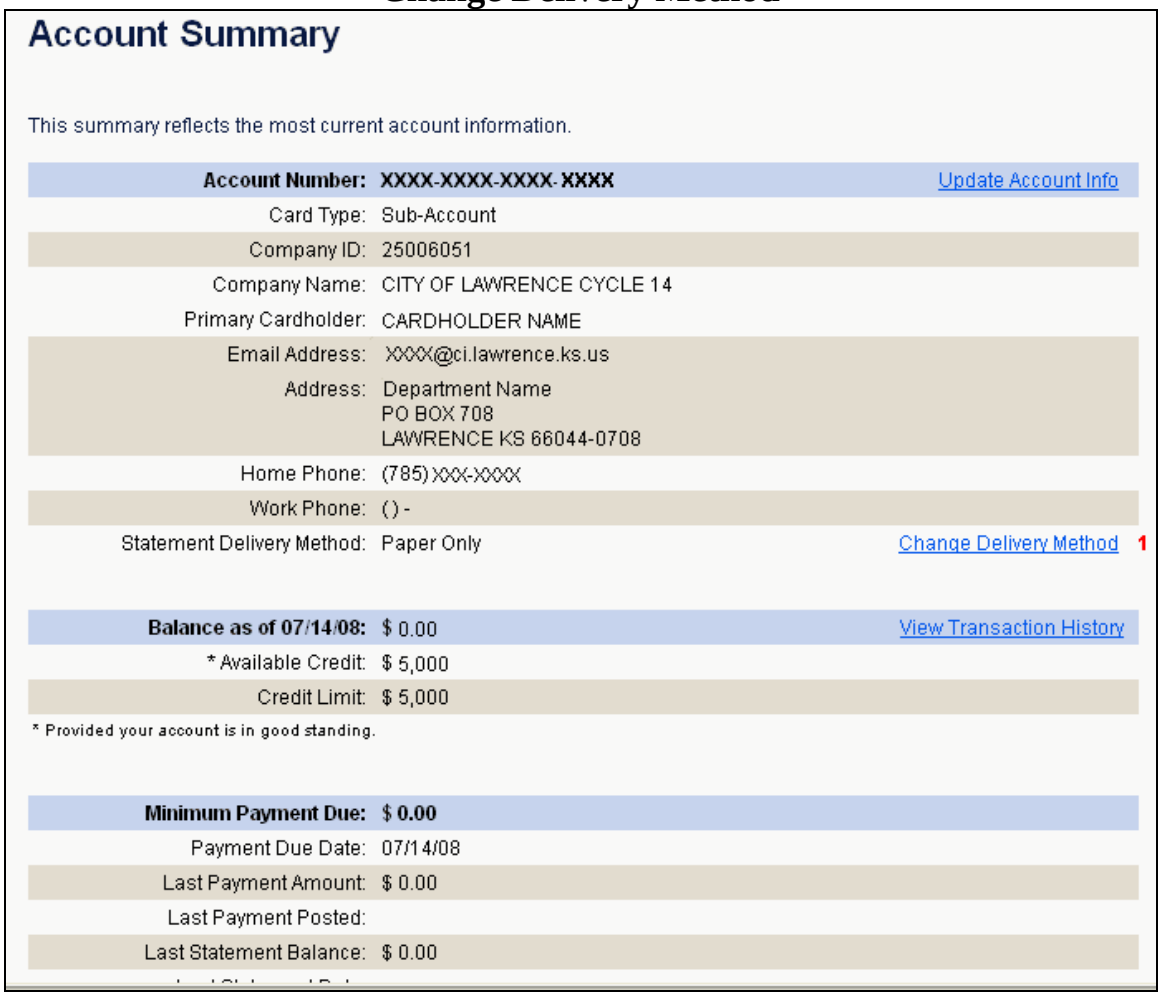
Minimum Payment Due:	**$ 0.00**
Payment Due Date:	07/14/08
Last Payment Amount:	$ 0.00
Last Payment Posted:	
Last Statement Balance:	$ 0.00

1 The **Balance** line will show the balance of the spent money to date.

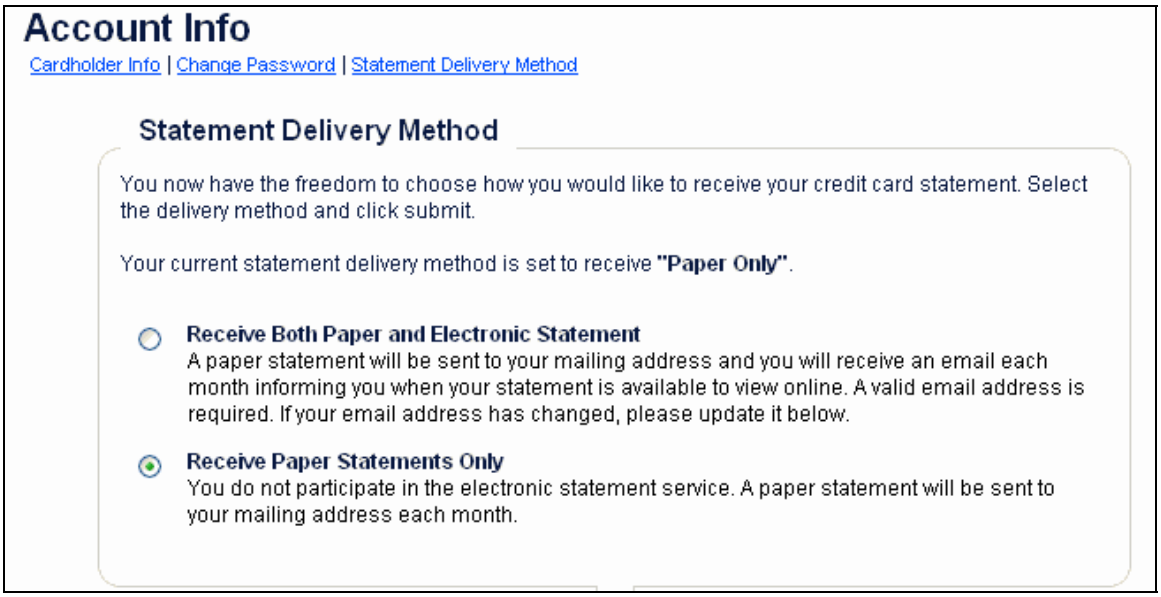
2 The **Available Credit** line will show how much money is available to use on the purchasing card.

3 The **Credit Limit** is how much money can be spent on the purchasing card.

Change Delivery Method

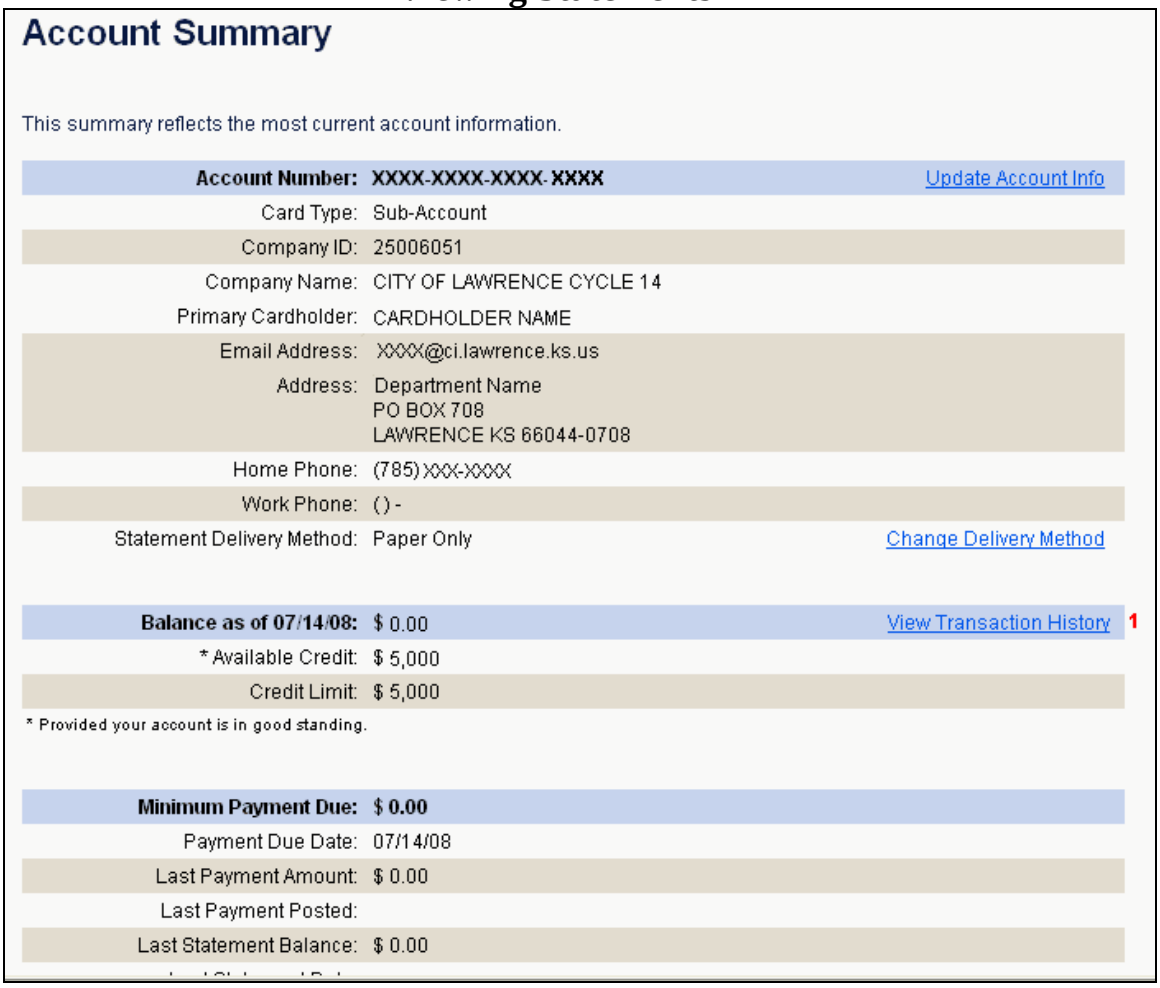

Account Summary
This summary reflects the most current account information.
Account Number: XXXX-XXXX-XXXX-XXXX
Update Account Info
Card Type: Sub-Account
Company ID: 25006051
Company Name: CITY OF LAWRENCE CYCLE 14
Primary Cardholder: CARDHOLDER NAME
Email Address: XXXX@ci.lawrence.ks.us
Address: Department Name
PO BOX 708
LAWRENCE KS 66044-0708
Home Phone: (785) XXX-XXXX
Work Phone: ( ) -
Statement Delivery Method: Paper Only
Change Delivery Method
1
Balance as of 07/14/08: $ 0.00
View Transaction History
* Available Credit: $ 5,000
Credit Limit: $ 5,000
* Provided your account is in good standing.
Minimum Payment Due: $ 0.00
Payment Due Date: 07/14/08
Last Payment Amount: $ 0.00
Last Payment Posted:
Last Statement Balance: $ 0.00

1 The **Change Delivery Method** button will allow the employee to receive an electronic statement.

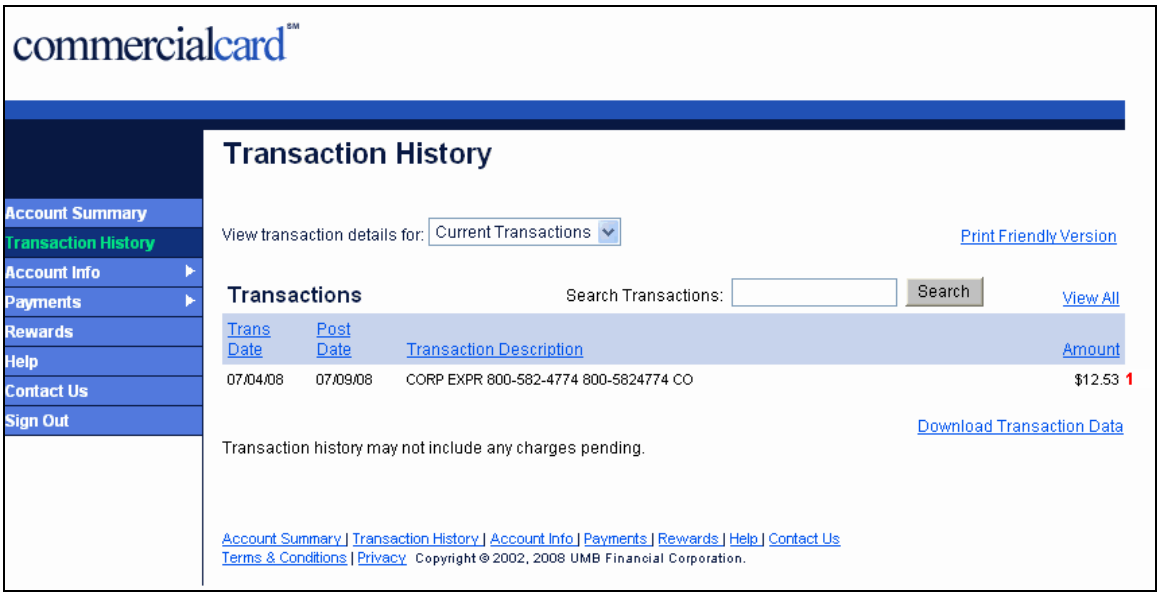

Account Info
Cardholder Info | Change Password | Statement Delivery Method
Statement Delivery Method
You now have the freedom to choose how you would like to receive your credit card statement. Select the delivery method and click submit.
Your current statement delivery method is set to receive "Paper Only".
Receive Both Paper and Electronic Statement
A paper statement will be sent to your mailing address and you will receive an email each month informing you when your statement is available to view online. A valid email address is required. If your email address has changed, please update it below.
Receive Paper Statements Only
You do not participate in the electronic statement service. A paper statement will be sent to your mailing address each month.

There is an option for an electronic statement and paper statement, however, no matter what, you will not receive a paper statement. The bank has it set up to not send out any paper statements, however, you can select the button that says **Receive Both Paper and Electronic Statement** and you will receive an electronic statement once a month.

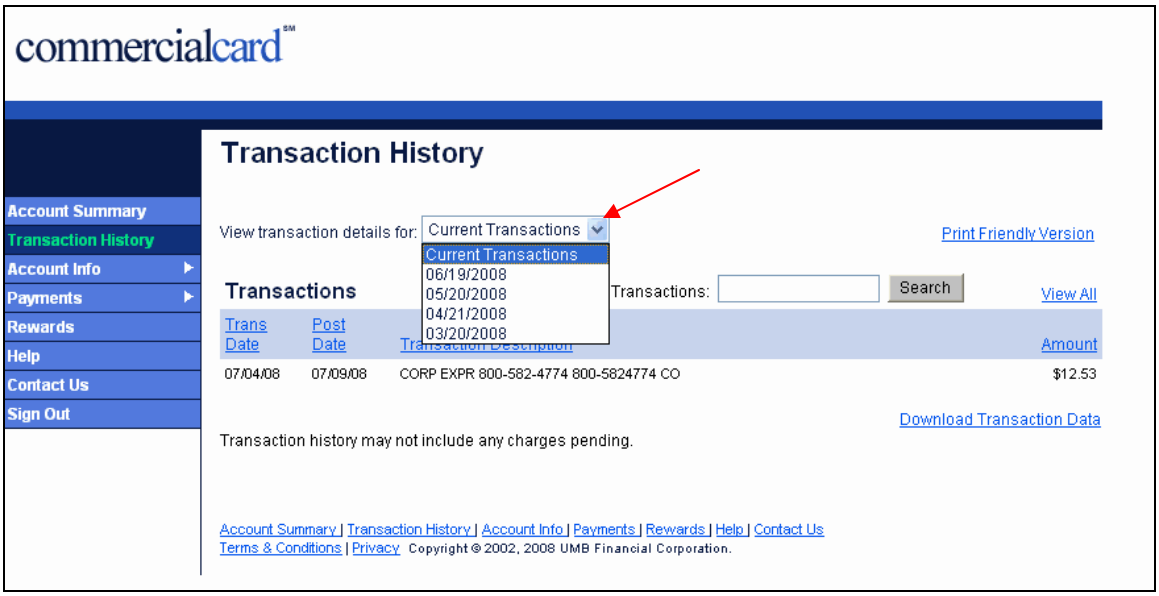
Viewing Statements


Account Summary
This summary reflects the most current account information.
Account Number: XXXX-XXXX-XXXX-XXXX
Update Account Info
Card Type: Sub-Account
Company ID: 25006051
Company Name: CITY OF LAWRENCE CYCLE 14
Primary Cardholder: CARDHOLDER NAME
Email Address: XXXX@ci.lawrence.ks.us
Address: Department Name
PO BOX 708
LAWRENCE KS 66044-0708
Home Phone: (785) XXX-XXXX
Work Phone: ( ) -
Statement Delivery Method: Paper Only
Change Delivery Method
Balance as of 07/14/08: $ 0.00
View Transaction History
1
* Available Credit: $ 5,000
Credit Limit: $ 5,000
* Provided your account is in good standing.
Minimum Payment Due: $ 0.00
Payment Due Date: 07/14/08
Last Payment Amount: $ 0.00
Last Payment Posted:
Last Statement Balance: $ 0.00

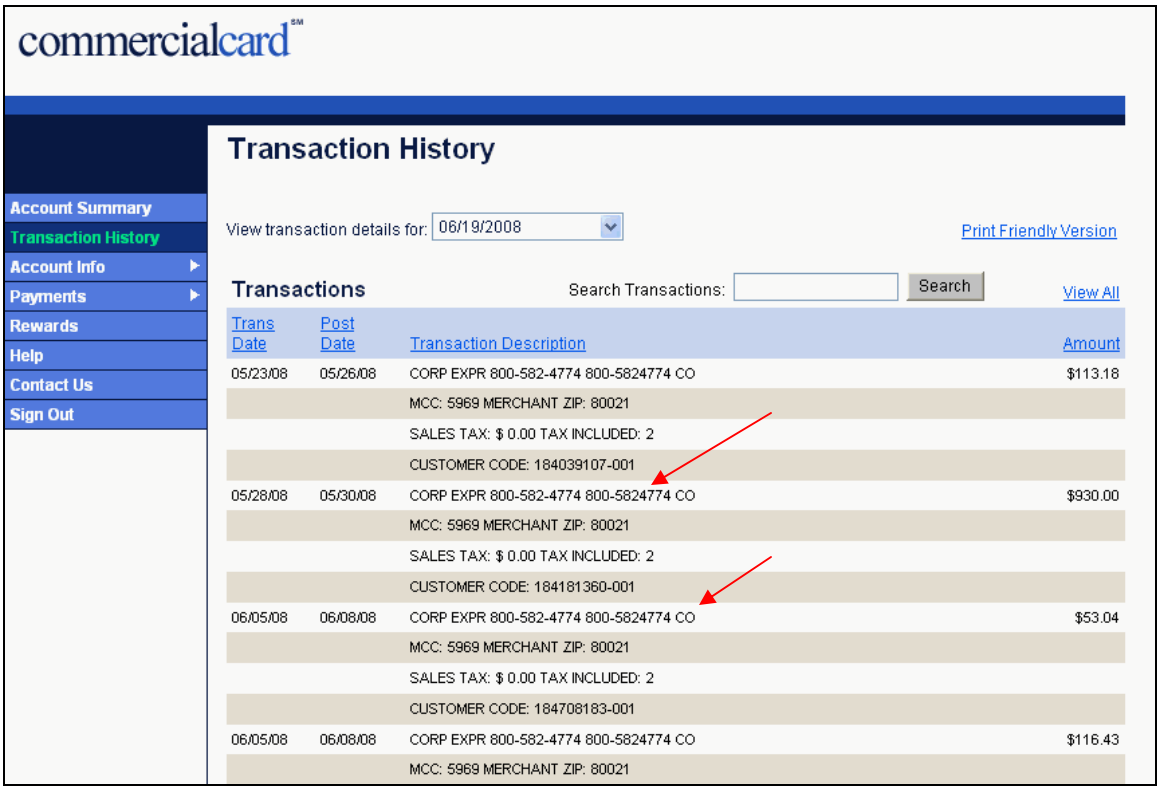
1 To view all of the transactions made on the purchasing card, click on the **View Transaction History** button.



1 The drop down menu will go to the **Current Transactions** automatically. This will show all of the transactions made on the purchasing card before the statement has closed.

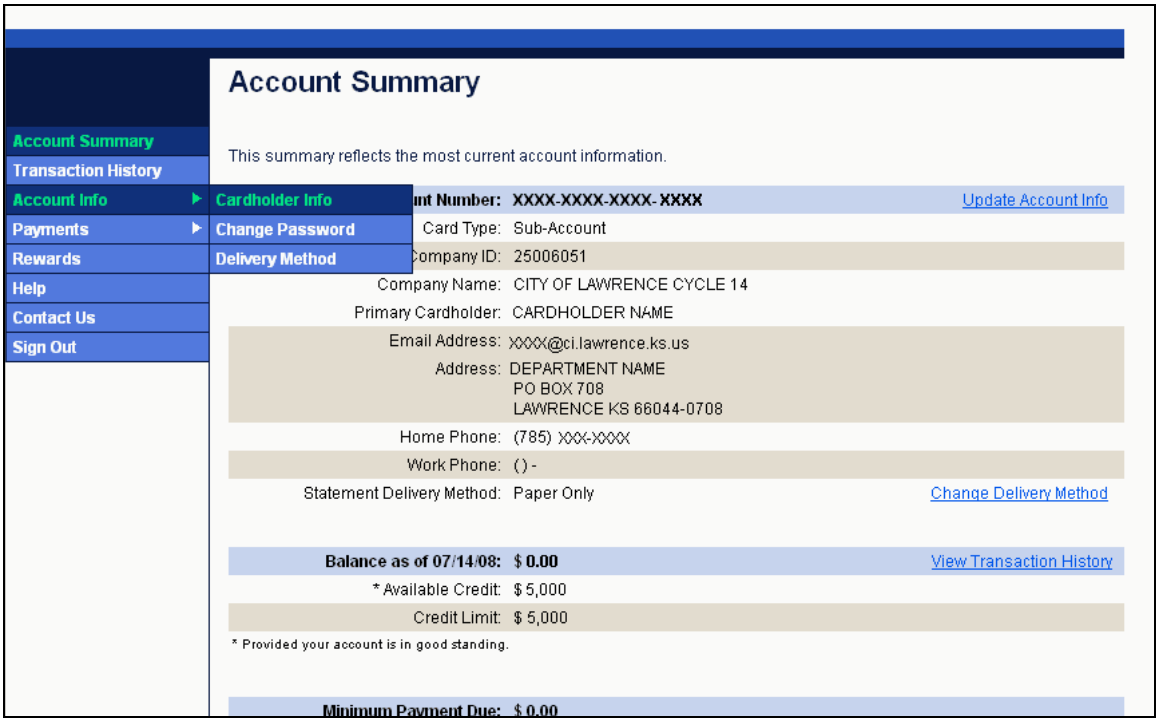


Click on the drop down menu to select previous statement dates.

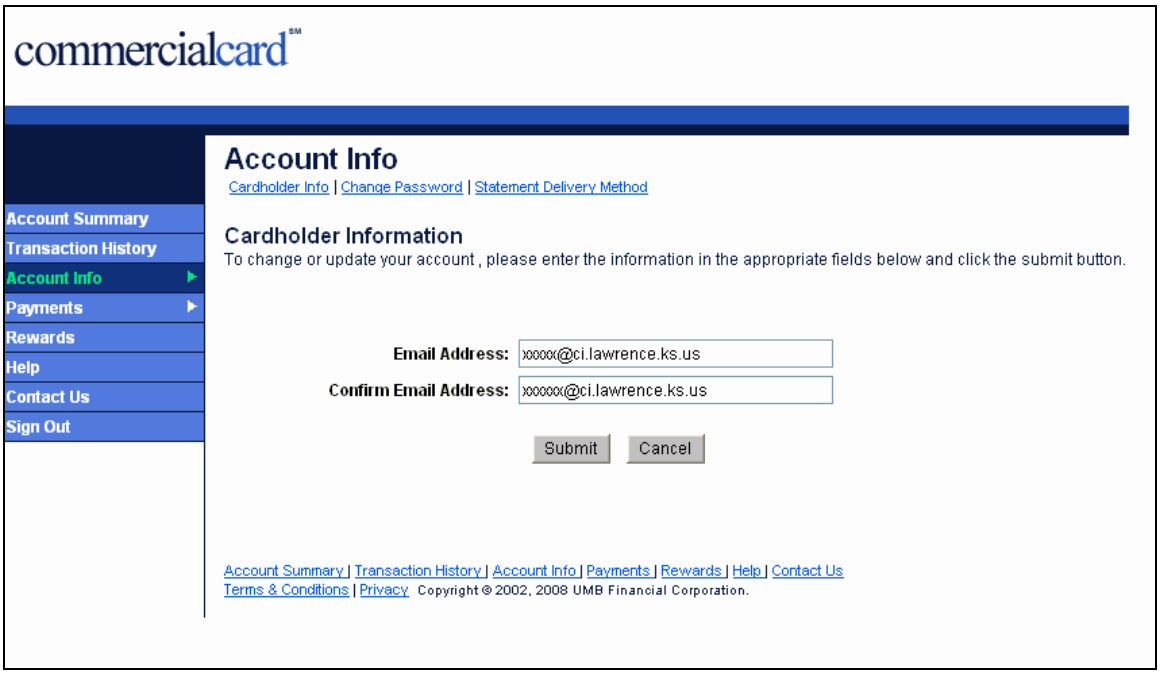


Past statements will give more information such as a phone number to the company if provided along with the state that the company is located in.

Cardholder Information

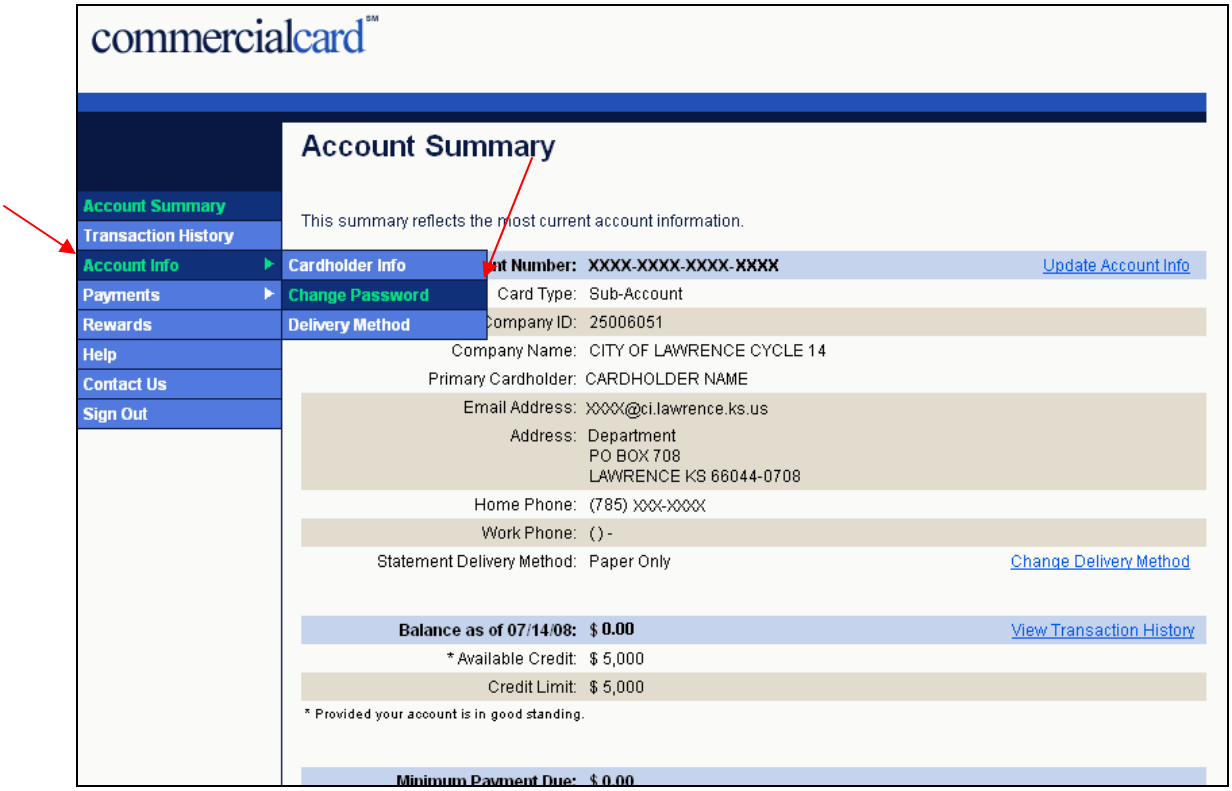


Under the Account Info tab, click on Cardholder Info.

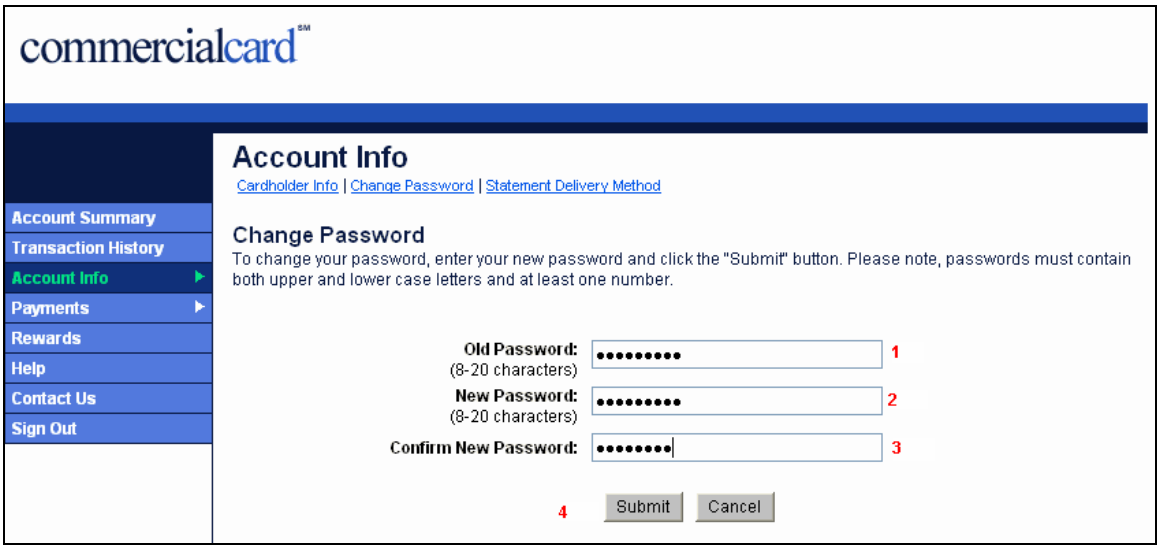

commercialcard
Account Summary
Transaction History
Account Info
Payments
Rewards
Help
Contact Us
Sign Out
Account Info
Cardholder Info | Change Password | Statement Delivery Method
Cardholder Information
To change or update your account , please enter the information in the appropriate fields below and click the submit button.
Email Address: xxxxx@ci.lawrence.ks.us
Confirm Email Address: xxxxxx@ci.lawrence.ks.us
Submit
Cancel
Account Summary | Transaction History | Account Info | Payments | Rewards | Help | Contact Us
Terms & Conditions | Privacy Copyright © 2002, 2008 UMB Financial Corporation.

The only information that is under the Cardholder Information tab is the employee's email address. The employee can make any changes to their email address here.

Change Password



Click on the **Account Info** tab on the left side of the page. Click on the **Change Password** button.



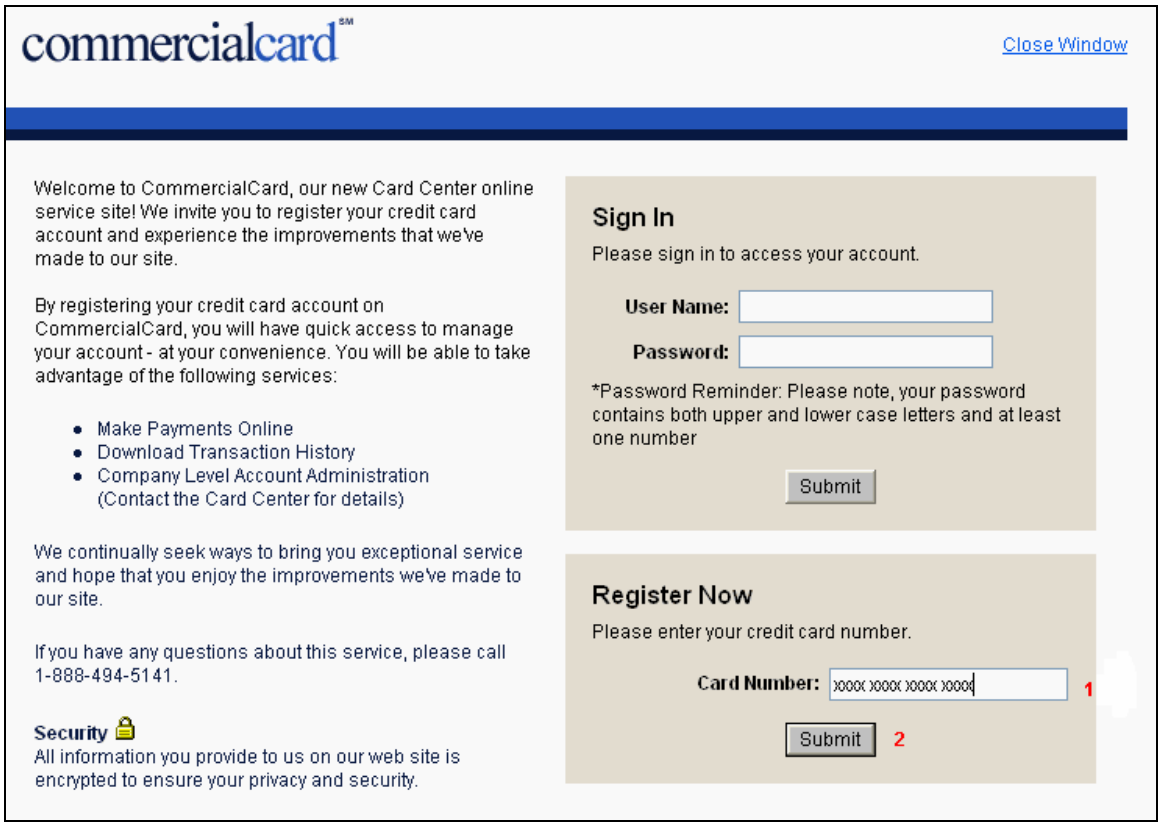
1 Type in the old password on the **Old Password line.**

2 On the **New Password** line, type in the new password. Remember that it needs to include both upper case and lower case letters and at least one number.

3 On the **Confirm New Password** line, type in the new password again to confirm that it matches the New Password typed in number **2**.

Forget Password/Re-register

If the employee should forget their User Name or Password, simply re-register as a “New Member”. They will be prompted to create a new password.


commercialcard℠
Close Window
Welcome to CommercialCard, our new Card Center online service site! We invite you to register your credit card account and experience the improvements that we've made to our site.
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We continually seek ways to bring you exceptional service and hope that you enjoy the improvements we've made to our site.
If you have any questions about this service, please call 1-888-494-5141.
Security
All information you provide to us on our web site is encrypted to ensure your privacy and security.
Sign In
Please sign in to access your account.
User Name:
Password:
*Password Reminder: Please note, your password contains both upper and lower case letters and at least one number
Submit
Register Now
Please enter your credit card number.
Card Number:
xxxx xxxx xxxx xxxx
1
Submit
2

This is the main sign in screen.

1 Tab down to the **Register Now** line and type in the purchasing card number.

2 Click **Submit**.

Questions

If you should have any further questions regarding Commercial Card Center, please contact Kaci Love in Accounts Payable at 785-832-3237 or klove@ci.lawrence.ks.us.